**New York Annual Conference**

**Position Description**

**Job Title:** One or two words that signal the role and nature of the position. (Note: avoid inflating titles; overstatement of aggregate duties and responsibilities causes problems)

**Department/Area:** Specify the agency, committee, board or department where the person works.

**Reports to:**  Specify the person to whom the position directly reports (the “boss”). If they are to be supervised/take work direction from more than one person, clarify this here.

**Direct Reports:** List titles of positions that report to this position.

**Classification:** Specify Regular Full-time (non-exempt), Regular Part-Time (non-exempt), Elected/Professional staff (exempt), Temporary or Contractor.

**Summary:**

Provide one to two sentences that describe the position’s purpose and general nature. I.e., what the incumbent does and the reason the job exists in the organization.

**Principal Duties or Tasks:**

A list, in a bulleted format with full, complete sentences illustrating the component work elements of the job; a written “pictorial” of what gets done on the job

Coaching tip: Use a leading descriptive action verb to describe each task:

* Use verbs descriptive of what the person is actually doing (as if you were watching them do it)
  + List objectives or direct outputs
  + Indicate “recipients” – those who receive output/end result of a task
  + Frequency – how often this task occurs
  + Tools used to complete task – Excel, PowerPoint, e.g.
  + Why task is done, in order to accomplish…
* Some (vague) verbs to avoid:
  + Handles
  + Is responsible for
  + Ensures/sees that

**Qualifications:**

* Knowledge, Skills, and Abilities required to complete the job
* Knowledge – possessing/understanding a body of required information, such as corporate accounting principles
* Skills – mental or physical facility acquired through training, learning or possessed talent, such skill in translating Spanish texts into English
* Abilities – capabilities to do physical type things (e.g., lift 25 lb. boxes to stock the store room)
* Traits – “willingness” to do certain things or work in a particular type of environment.
* Experience: Roles and time on job(s) doing tasks that can prepare the incumbent to do this work; i.e., where they clearly would gain the skills, know-how and abilities mentioned above (be careful about mandating # of years’ experience)
* Academic background/Certifications: List diploma, degrees, licenses or other certificates required; include those items that are not required but “highly desired” if critical to the hiring process.